

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: September 26, 2011
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

Roll Call: Trustees present: Robert Brown, Bruce Caple, Lisa Godfrey, James Vander Roest, Valerie Wright, and Cheryl TenBrink. Absent: Fenner Brown

Call to order: President Godfrey called the meeting to order at 4:00 p.m.

Agenda Approval: The agenda was accepted as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

1. Director Rohrbaugh announced the passing of Isabel (Liz) Marovich. She was a librarian at KPL in the 1970s and 80s and a board member from 1991 – 1997.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of August 22, 2011

B. Personnel Item

New Hire

Andrea Vernola will join the salaried staff in the position of Children's Librarian II FTE 1.0 within the Youth Services Department effective October 5, 2011. Andrea has most recently held the position of Reference Services Librarian at the Woodstock Public Library in Woodstock, IL.

Disposition: The board accepted the Minutes of the Meeting of August 22, 2011 and the personnel item as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending August 31, 2011

Recommendation: A. Rohrbaugh recommended the Board accept the Financial Reports for the period ending August 31, 2011 as presented.

Executive
Summary:

A. Rohrbaugh noted that the CIP revisions will be presented at the October board meeting. As mentioned last month, tax charge backs are an item of which to be aware.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING AUGUST 31, 2011.



Motion carried 7-0.

V. RECOMMENDATIONS AND REPORTS

ACTION ITEMS

A. Programming Policy Revision

Recommendation: Director Rohrbaugh recommended the Programming Policy be changed to reflect the Strategic Plan.

Executive
Summary:

While changes are mostly semantic in nature, the value of aligning the wording with the Strategic Plan is wise. Changes include wording such as, "Programs should enhance, support, and fulfill the library's strategic goals and objectives". Music was also added to the artistic performances category.

MOTION: V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE REVISION OF THE PROGRAMMING POLICY.



Motion carried 7-0.

B. Teen Divider

Recommendation: Director Rohrbaugh recommended up to \$35,000 of the endowment funds available for distribution be allocated for a divider between the teen area and the AV area on the lower level of Central library.

Executive
Summary:

A. Rohrbaugh explained how the KPL Endowment Fund allows for a certain percentage of funds to be used to provide funding for programs or services that, for whatever reason could not or would not be accommodated within the operational budget. The teen divider falls into this category. The physical boundary would reinforce the secure and welcoming environment KPL works to establish in Teen Services. The divider is very similar to the ONEplace@kpl design and is sturdy, yet removable if something changes in the future.

J. Vander Roest explained that this would be the only fund endowment project this fiscal year. President Godfrey further clarified that there are no competing projects for this money.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO USE \$35,000 OF THE ENDOWMENT FUNDS AVAILABLE FOR DISTRIBUTION FOR A DIVIDER BETWEEN THE TEEN AREA AND THE AV AREA ON THE LOWER LEVEL OF CENTRAL LIBRARY.



Motion carried 7-0.

REPORTS:

A. Legislative Update

Presentation: Diane Schiller had much to report upon her return from the Finance Officers Association gathering in Lansing. The “80/20” legislation was a prominent topic and its implications for KPL. Libraries and school districts cannot opt out. The timeline for implementation is the beginning of the medical plan year; in our case, this is July 1, 2012. The KPL attorney was contacted and verbally confirmed this. Additional legislation pending is regarding the Internet filtering requirements, union dues ceasing to be collected by employers, and the personal property tax elimination.

Disposition: L. Godfrey and J. Vander Roest requested that D. Schiller get the attorney’s opinion in writing regarding when the 80/20 cap would be effective.

B. Local History Website

Presentation: Keith Howard represented KPL at the Historical Society of Michigan’s 137th Annual Meeting and State History Conference to receive the award for the category of *Communications: Newsletters and Websites*. They chose the KPL website for this prestigious award because of the depth and breadth of the content that is included. Beth Timmerman, Local History Specialist, shared some of the highlights of the website: biographies including Civil War section, businesses that have been housed at one physical location throughout history, cemeteries, rural schools, and houses/buildings photos. She also mentioned that the attendance at genealogy lock-ins was up and was being held three times per year.

Disposition: The Board was very honored and excited by this award. It reinforces the last Strategic Planning priority.

C. Summer Reading Games Annual Report

Presentation: Kevin King, Head of Patron Services, and Bill Caskey, Children’s Librarian reported to the board about this summer’s reading games for children, ‘tweens, teens and adults. The plan this year was for a simpler game which simply tracks 20 minutes of reading per day and does not distinguish among age groups. The intention was to create a more family oriented game. The collaboration with Communities in Schools and Kalamazoo Public Schools was again beneficial. Feedback was positive for this year’s game with higher quality, less frequent prizes. They especially thanked the Friends of the Library for sponsoring the overall program again this year and also thanked staff in a variety of work groups and trustees for their support of the program and the end of summer party.

Disposition: V. Wright expressed appreciation for providing books as prizes to help build home libraries. President Godfrey, on behalf of the board, thanked everyone for their participation and the Friends’ for their funding.

VI. COMMITTEE REPORTS

Finance & Budget Committee

No meeting.

Personnel Committee

No meeting

Building Committee

No Meeting

Fund Development Committee

Met on September 14, 2011 to discuss Teen Divider

VII. OTHER BUSINESS

Director's Report

Presentation:

Director Rohrbaugh introduced several items not on the written report:

- The outdoor amphitheatre space at Washington Square is under possible consideration as a Rotary Centennial project. This would create seating and a stage space outdoors for programs.
- Circulation statistics are up 27% already this fiscal year
- The Oshtemo Township Park groundbreaking is September 29, 2011. This project includes the pathway between the park and the library.
- The Reading Together bookmark has been created, kicking off the 2012 book announcement.

Director Rohrbaugh then highlighted several items in the written report:

- The director reminded the board of the KPS 1st grade visits beginning on September 27, 2011. Much planning and cooperation between KPL and KPS has gone into this endeavor and it looks like it will be a great partnership.
- The onsite work for the audit has been completed. Finance and Budget Committee will review in October with reporting at the October Board meeting.
- An outline of the expanded funding for ONEplace@kpl was noted.
- Baby Talk and Toddler Talk programs at Oshtemo in collaboration with Bronson Hospital continue to go very well.
- An explanation of the snowmelt system for the sidewalks outside the Central library was shared. This system would be a project in collaboration with local developer Tom Huff and the DDA. Its range would likely be from South Street to the Rose Street bike racks, but continuing to Lovell Street is a possibility. The cost would be approximately \$1.50 per square foot per year for operational costs.
- The annual Staff Day is October 13, 2011

Discussion:

B. Caple inquired about the costs of the snowmelt system and KPL's ability to absorb the cost. R. Brown requested that this coming winter be used to examine current costs associated with snow removal and maintenance.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

R. Brown enjoyed the staff mystery walk to Kleinstuck Preserve.

B. Caple felt it would be a banner year for Reading Together

V. Wright offered congratulations to both Beth Timmerman and Keith Howard for their work leading up to the Michigan Historical Society award and for making Kalamazoo's local history accessible. She was also excited for Reading Together 2012

C. TenBrink noted the wonderful coverage in the Kalamazoo Gazette announcing the Reading Together book.

XI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting 5:35 PM.

Robert Brown, Secretary